

LEADERSHIP READINGS

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On career management

Marcus, Bonnie. *The Politics of Promotion: How High-Achieving Women Get Ahead and Stay Ahead*. Hoboken, NJ: John Wiley & Sons, Inc., 2015.

On change and uncertainty

Bridges, William. *Transitions: Making Sense of Life's Changes*. New York, NY: Perseus Books Group, 1980. [This book discusses what change is like at the individual level and how each of us can manage our own transitions.]

Heifetz, Ronald A. *The Practice of Adaptive Leadership: Tools and Tactics for Changing Your Organization and the World*. Boston, MA: Harvard Business School Publishing, 2009.

Hodgon, Phil and Randall P. White. *Relax: It's Only Uncertainty*. London, UK: Financial Times Prentice Hall, 2001.

Noer, David. *Healing the Wounds: Overcoming the Trauma of Layoffs and Revitalizing Downsized Organizations*. San Francisco, CA: Jossey-Bass, 1993.

MacKenzie, Gordon. *Orbiting the Giant Hairball*. New York, NY: Penguin Putnam Inc, 1996. [This is a great read – not well known but about how to live with the chaos that is organizational life without being destroyed by it.]

Fogg, BJ. *Tiny Habits: The Small Changes that Change Everything*. New York, NY: Houghton Mifflin Harcourt, 2019.

On collaboration

Briskin, Alan, Sheryl Erickson, John Ott and Tom Callanan. *The Power of Collective Wisdom and the Trap of Collective Folly*. San Francisco, CA: Berrett-Koehler Publishers, 2009.

Tamm, Jim. „Radical Collaboration“. <https://www.voiceamerica.com/episode/98513/radical-collaboration>.

On communicating effectively

Kay, Katty and Claire Shipman. *The Confidence Code: The Science and Art of Self-Assurance- What Women Should Know*. New York, NY: HarperCollins Publishers, 2014.

Weeks, Holly. *Failure to Communicate: How Conversations Go Wrong and What You Can Do to Right Them*. Boston, MA: Harvard Business Press, 2010.

Ditkoff, Mitch. *Storytelling at Work*. Woodstock, NY: Idea Champions, 2015.

Kuhnke, Elizabeth. *Body Language for Dummies*. West Sussex, England: John Wiley & Sons, 2015.

Kuhnke, Elizabeth. *Communication Essentials for Dummies*. Milton, Queensland, Australia: Wiley Publishing Australia Pty Ltd, 2015.

Cuddy, Amy. *Presence: Bringing Your Boldest Self to Your Biggest Challenges*. New York, NY: Little, Brown and Company Hachette Book Group. 2015.

Pentland, Alex (Sandy). *Honest Signals: How They Shape our World*. Cambridge, MA: The MIT Press. 2008.

On conflict and difficult conversations

Crum, Thomas. *The Magic of Conflict: Turning a Life of Work into a Work of Art*. New York, NY: Touchstone, 1987.

Patterson, Kerry, Joseph Grenny, Ron McMillan and Al Sitzler. *Crucial Conversations: Tools for Talking When Stakes are High*. New York, NY: McGraw Hill, 2002.

Runde, Craig E. and Tim A. Flanagan. *Building Conflict Competent Teams*. San Francisco, CA: Jossey-Bass, 2008.

Runde, Craig E. and Tim A. Flanagan. *Developing Your Conflict Competence: A Hands-On Guide for Leaders, Managers, Facilitators, and Teams*. San Francisco, CA: Jossey-Bass, 2010.

Stone, Douglas, Bruce Patton, Shelia Heen and Roger Fisher. *Difficult Conversations: How to Discuss What Matters Most*. New York, NY: Penguin Group, 1999.

On diversity

Caver, Keith and Ancella Livers. "Dear White Boss." *Harvard Business Review*, Nov 2002.

Heim, Pat, Susan Murphy and Susan Golant. *In the Company of Women: Turning Workplace Conflict into Powerful Alliances*. New York, NY: Putnam Books, 2001.

Helgesen, Sally, Julie Johnson and Marshall Goldsmith. *The Female Vision: Women's Real Power at Work*. San Francisco, CA: Berrett-Koehler Publishers, 2010.

Kolb, Deborah M., Judith Williams and Carol Frohlinger. *Her Place at the Table*. San Francisco, CA: Jossey-Bass, 2004.

Tannen, Deborah. *Talking From 9 to 5: Women and Men at Work*. New York, NY: William Morrow and Company, Inc. 1994.

Thomas, David. "Race Matters (The Truth about Mentoring Minorities)." *Harvard Business Review*, Apr 2001.

Wallace, Wanda. *Reaching the Top: Factors That Impact the Careers and Retention of Senior Women Leaders*. Raleigh, NC: Lulu Publishing, 2008.

Wallace, Wanda T. and Robert Kaiser. "Feedback Women Leaders Need – but Aren't Getting." *Talent Quarterly*. Issue 5, 2015.

Wallace, Wanda T. and Peter Wright. "Keeping Women (and everyone else) Engaged." *Talent Quarterly*. Issue 9, 2016.

Wallace, Wanda T. and Robert Kaiser. "Why Women Aren't On Top: Two Perspectives." *Talent Quarterly*. Issue 1, 2017.

Wallace, Wanda T. and Robert Kaiser. "Changing the Narrative on Why Women Aren't Reaching the Top." *Talent Quarterly*. Issue 3, 2014.

Wallace, Wanda T. "Why Women Must Break Out of Their Comfort Zone to Advance." *Strategy + Business* November 4, 2019. <https://www.strategy-business.com/blog/Why-women-must-break-out-of-their-comfort-zone-to-advance?gko=9e2d4>

On emotional intelligence

Aanstad, Judy, Pamela Corbett, Catherine Jourdan and Roger Pearman. *People Skills Handbook: Action Tips for Improving Your Emotional Intelligence*. Madison, NC: Acorn Abbey Books, 2012.

Goleman, Daniel. *Emotional Intelligence: Why it Matters More Than IQ*. New York, NY: Bantam Books, 1995. [There are three books by Daniel Goleman on emotional intelligence - this one is still the best in my opinion.]

Stein, Steven J. and Howard E. Book. *The EQ Edge: Emotional Intelligence and Your Success*. Ontario: John Wiley & Sons Canada Ltd., 2006.

Freedman, Joshua. *At the Heart of Leadership: How to Get Results with Emotional Intelligence*. Freedom, CA: Six Seconds, 2012.

On leading people

Benus, Warren and Burt Nanus. *Leaders: Strategies for Taking Charge*. New York, NY: Harper Collins Publishers, 2003. [Long history of writing on what makes a great leader – focuses on the characteristics of leaders.]

Cain, Susan. *Quiet: The Power of Introverts in a World That Can't Stop Talking*. TED Talks. https://www.ted.com/talks/susan_cain_the_power_of_introverts. February 2012.

Fried, Jason and David Heinemeier Hansson. *It Doesn't Have to be Crazy at Work*. New York, NY: HarperCollins Publishers, 2018.

Grant, Adam M. *Are You a Giver or a Taker?*. TED Talk. https://www.ted.com/talks/adam_grant_are_you_a_giver_or_a_taker. November 2016.

Lombardo, Michael M. and Robert W. Eichinger. *FYI: For Your Improvement* (5th edition). Minneapolis, MN: Lominger International, 2009. [Excellent reference for development. Top quality research that has identified many competencies for leaders. For each competency, the book provides a list of what behaviors exhibit the competency, what behaviors indicate overuse, and what behaviors indicate weak skills. Each competency has many suggestions for improvement.]

Marquardt, Michael J. *Leading with Questions: How Leaders Find the Right Solutions by Knowing What to Ask*. San Francisco, CA: Jossey-Bass, 2005. [Coaching and leading is as much about asking good questions as anything – this is a great resource for helping you rethink the questions you use.]

Bungay Stanier, Michael. *The Coaching Habit: Say Less, Ask More & Change the Way You Lead Forever*. Toronto, Canada: Boy of Crayons Press, 2016.

Tiede, Robert. *Great Leaders Ask Questions: A Fortune 100 List*. Audiobook.
<http://leadingwithquestions.com/great-leaders-ask-questions/>

Kahneman, Daniel. *Thinking, Fast and Slow*. New York, NY: Farrar, Straus and Giroux, 2011.

Russo, J. Edward and Paul J.H. Schoemaker. *Decision Traps: The Ten Barriers to Brilliant Decision-Making and How to Overcome Them*. New York, NY: Simon & Schuster, 1989.

Hillman, Harold. *The Imposter Syndrome: Becoming an Authentic Leader*. New Zealand: Penguin Random House, 2013.

Heen, Sheila and Douglas Stone. *Thanks for the Feedback: The Science and Art of Receiving Feedback Well*. Penguin Books, 2014.

Sesno, Frank. *Ask More: The Power of Questions to Open Doors, Uncover Solutions, and Spark Change*. New York, NY: AMACOM, 2017.

Sesno, Frank. „The Power of Questions.“ <https://www.voiceamerica.com/episode/105914/the-power-of-questions>

Van Edwards, Vanessa. *Captivate: The Science of Succeeding with People*. New York, NY: Penguin Random House, 2017.

Wallace, Wanda T. *You Can't Know it All: Leading in the Age of Deep Expertise*. Harper Business, 2019.

On leadership versatility

Kaiser, Robert B. *The Perils of Accentuating the Positive*. Tulsa, OK: Hogan Press, 2009.

Kaplan, Robert E. and Robert B. Kaiser. “Developing Versatile Leadership.” *MIT Sloan Management Review*, 2003.

Kaplan, Robert E. and Robert B. Kaiser. *The Versatile Leader: Make the Most of Your Strengths – Without Overdoing It*. San Francisco, CA: John Wiley & Sons, 2006.

Kaplan, Robert E. and Robert B. Kaiser. “Stop Overdoing Your Strengths.” *Harvard Business Review*, Feb 2009.

Kaplan, Robert E. and Robert B. Kaiser. *Fear Your Strengths: What You Are Best at Could Be Your Biggest Problem*. San Francisco, CA: Berrett-Koehler Publishers, Apr 2013.

On the MBTI

Lombardo, Michael M., Robert W. Eichinger and Roger P. Pearman. *YOU: Being More Effective in Your MBTI Type*. Minneapolis, MN: Lominger Press, 2005.

Pearman, Roger R. and Sarah Albritton. *I'm Not Crazy, I'm Just Not You: The Real Meaning of the Sixteen Personality Types*. Menlo Park, CA: Davies-Black Publishing, 1997.

Quenk, Naomi. *In the Grip: Understanding Type, Stress, and the Inferior Function* (2nd ed). Menlo Park, CA: Davies-Black Publishing, 2000.

On influencing

Cohen, Allan and David Bradford. *Influence Without Authority* (2nd edition). Hoboken, NJ: John Wiley & Sons, 2005. [Of all the books on influence and persuasion, this is by far the best and the most scholarly.]

Gardner, Daniel. *The Science of Fear*. New York, NY: Penguin Group, 2008. [Similar to the above in terms of cited research – but my favorite by far – about how we react as humans without really thinking through the logic – fundamentally how we behave when faced with chaos and uncertainty.]

Gladwell, Malcolm. *The Tipping Point*. New York, NY: Little, Brown & Company, 2000. [Still one of my favorites on how to drive change though many read it for sales efforts.]

Heath, Chip and Dan Heath. *Switch: How to Change Things When Change is Hard*. New York, NY: Broadway Books, 2010. [Popular, easy to read, really about how humans think about things – or rather don't think.]

Heffernan, Margaret. *Willful Blindness: Why We Ignore the Obvious at Our Peril*. New York, NY: Walker & Co., 2011.

Pink, Daniel. *Drive: The Surprising Truth About What Motivates Us*. New York, NY: Penguin Group, 2009.

Pink, Daniel. *To Sell is Human: The Surprising Truth about Moving Others*. New York, NY: Penguin Group, 2012.

Shell, G. Richard and Mario Moussa. *The Art of Woo: Using Strategic Persuasion to Sell Your Ideas*. New York, NY: Penguin Group, 2007.

On navigating politics

Brandon, Rick and Marty Seldman. *Survival of the Savvy*. New York, NY: Free Press, 2004.

DeLuca, Joel. *Political Savvy: Systematic Approaches to Leadership behind the Scenes*. Berwyn, PA: EBG Publications, 1999. [This books provides and excellent guide for how to think about the political context when you are trying to sell a great idea. It is very practical and very easy to use.]

Greene, Robert. *The 48 Laws of Power*. New York, NY: Penguin Books, 1998.

On networking

Cross, Rob, Robert J. Thomas and David A. Light. "How 'Who You Know' Affects What You Decide." *MIT Sloan Management Review*, Winter 2009: 35-42.

Ibarra, Herminia and Mark Hunter. "How Leaders Create and Use Networks." *Harvard Business Review*, Jan 2007.

Krackhardt, David and Jeffrey R. Hanson. "Informal Networks: The Company behind the Chart." *Harvard Business Review*. Jul/Aug 1993: 104-111.

Maggio, R. *The Art of Talking to Anyone*. New York, NY: McGraw-Hill, 2005.

Uzzi, Brian and Shannon Dunlap. "How to Build Your Network." *Harvard Business Review*. Dec 2005: 53-60.

On optimism, resilience and stress

Frederickson, Barbara. *Positivity*. New York, NY: Crown Publishers, 2009. [Excellent layman's review of the science behind positive psychology and why it is so significant – not written for leaders per se but highly relevant.]

Prichard, Skip. *The Book of Mistakes: 9 Secrets to Creating a Successful Future*. New York, NY: Hachette Book Group, 2018.

Prichard, Skip. "Mistakes and Success."
<https://www.voiceamerica.com/episode/110089/mistakes-and-success>

Seligman, Martin E. *Flourish: A Visionary New Understanding of Happiness and Well-Being*. New York, NY: Free Press, 2011.

Seligman, Martin E. *Learned Optimism: How to Change Your Mind and Your Life*. New York, NY: Free Press, 1998. [SEE ALSO HIS LATEST *Flourish* – Godfather of resilience this is still a great resource. His web site - <http://www.authentic happiness.sas.upenn.edu/Default.aspx> - is chocked with tests and information.]

Tan, Chade-Meng, Daniel Goleman and Jon Kabat-Zinn. *Search Inside Yourself: The Unexpected Path to Achieving Success, Happiness (and World Peace)*. HarperOne Publishing, 2014.

www.authentic happiness.sas.upenn.edu. Authentic Happiness. Martin Seligman.

On purpose and meaning

Craig, Nick. „Leading from Purpose“. <https://www.voiceamerica.com/episode/119074/leading-from-purpose-with-nick-craig>.

Hurst, Aaron and Nicole Resch. „Finding Fulfillment at Work“. <https://www.voiceamerica.com/episode/116523/finding-fulfillment-at-work-with-aaron-hurst-and-nicole-resch>.

Amabile, Teresa and Steven Kramer. *The Progress Principle*. Boston, MA: Harvard Business School Publishing, 2011.

On teams

Edmondson, Amy. *The Fearless Organization: Creating Psychological Safety in the Workplace for Learning, Innovation, and Growth*. Hoboken, NJ: John Wiley & Sons, Inc., 2019.

Katzenbach, Jon and Douglas Smith. *The Wisdom of Teams*. Cambridge, MA: Harvard Business School Press, 1993.

Lencioni, Patrick. *The Five Dysfunctions of a Team: A Leadership Fable*. New York, NY: Jossey-Bass, 2002.

On time management

Allen, David. *Getting Things Done: The Art of Stress-Free Productivity*. New York, NY: Penguin Books, 2015.

Allen, David. „Stress-free Production: Getting Things Done in a World with Too Much to Do.“ <https://www.voiceamerica.com/episode/104501/encore-stress-free-production-getting-things-done-in-a-world-with-too-much>

Goleman, Daniel. *Focus: the Hidden Driver of Excellence*. New York, NY: Harper Collins, 2013.

Huffington, Arianna. *Thrive: The Third Metric to Redefining Success and Creating a Life of Well-being, Wisdom, and Wonder*. Crown Publishing Group, 2014.

James, Neen. “Folding Time: How to be More Productive and Conquer the World.” *Voice America Business*. October 16, 2016. <https://www.voiceamerica.com/episode/88202/folding-time-how-to-be-more-productive-and-conquer-the-world>

On trust

Hurley, Robert F. *The Decision to Trust: How Leaders Create High-Trust Organizations*. San Francisco, CA: Jossey-Bass, 2012.

Brown, Brené. *The Power of Vulnerability*. TED Talks. https://www.ted.com/talks/brene_brown_on_vulnerability. June 2010.

Brown, Brené. *Listening to Shame*. TED Talks. https://www.ted.com/talks/brene_brown_listening_to_shame. March 2012.

Ibarra, Herminia. “The Authenticity Paradox.” *Harvard Business Review*. January-February 2015.